
From: Ortiz, Diana
Sent: Thursday, August 31, 2017 1:05 PM
To: Ford, Mark
Cc: Ragon, Derek
Subject: FW: Hurricane Harvey FOIA requests

Importance: High

*Diana Ortiz
Superfund FOIA Coordinator
Information Management & Logistics Team (6SF-VJ)
(214) 665-7315*

From: Ho, Nancy
Sent: Thursday, August 31, 2017 12:24 PM
To: Ortiz, Diana
Cc: Kirst, Tina
Subject: Hurricane Harvey FOIA requests
Importance: High

Hi DeeDee – Hurricane Harvey foia requests are coming in. I tasked you on these FOIA requests. No control sheet has been created yet because they are still improper FOIA requests. I need your assistance in making sure the appropriate clarification is obtained up front prior to the initiating the clock on the FOIA requests. Can I work with you or someone who is assigned to these requests to make sure the clarification 6SF needs is obtained? Please call.

Thanks,
Nancy

Nancy Ho
EPA Region 6 FOIA Team
Mailing Address: 1445 Ross Ave Ste 1200, Mail Code 6MD-OE, Dallas, TX 75202-2733
Tel: 214-665-3179 || Email: ho.nancy@epa.gov